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ROCHESTER IN THE SPRING

Rochester continues to gear up for the arrival of MARAC and LOAC members who will be coming to the Spring Conference at the Rochester Plaza Hotel from April 26th through April 28th. The Program and Local Arrangements Committees have finalized their plans to make this a most informative and interesting conference for all attendees.

The Program Committee has put together one of the finest to date. With the general title *Archives Reach Out*, the sessions stress new approaches and developments as well as three workshops (introduction to all aspects of archival work, basic conservation, and maps in archives) and a seminar on image processing sponsored by the Eastman Kodak Company. The plenary session which addresses growing challenges and new opportunities is followed by more than 20 exciting sessions.

The Local Arrangements Committee has scheduled tours of nine institutions with a special variety of archival collections: university, college, religious, museum, photographic and local history holdings will be open to explore on Friday afternoon. Rochester is unique in its ecumenical complex of divinity schools at Rochester-Colgate/Bexley Hall/Crozier/St. Bernard's The Catholic Diocesan Archives also includes the papers of Bishop Fulton J. Sheen, and the American Baptist Historical Society holds the records for the entire denomination. The Saturday afternoon walking tours of historic districts will include several areas near the conference hotel, visiting the residential and commercial neighborhoods that are living exhibits of Rochester's history. Also featured will be a tour of one of the city's best known landmarks, Mt. Hope Cemetery, the romantically landscaped final resting place of Otis Hall Robinson, the man who invented the hole in the catalogue card. Other important Americans interred there include Frederick Douglass, Susan B. Anthony, Buffalo Bill's children, P.T. Barnum's taxidermist, the inventors of the street car transfer and the mail chute, and George Washington's drummer boy.

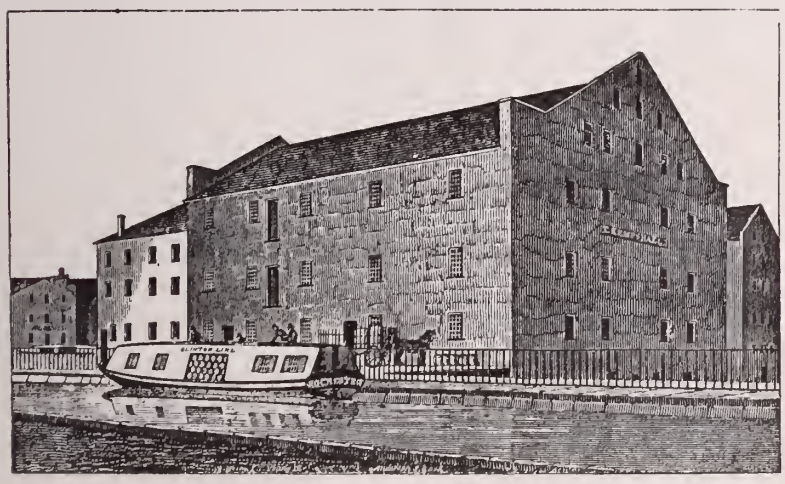

Illustration of "The Mills of Thomas Kempshall" along the Erie Canal at the Genesee River, Rochester, NY. From Henry O'Reilly, Sketches of Rochester, 1838.

In addition, a number of events and exhibitions focused on the Rochester Sesquicentennial are scheduled and are open to MARAC/LOAC attendees. Details on official Sesqui activities will be available at the registration desk. The city's museums will be offering a full complement of Sesqui-related exhibitions, many of which are sure to be of great interest to archivists: *Treasures from the Municipal Archives* at Rochester's City Hall; *Lion at the Falls: Water Power and the Rise of Rochester* at the Rochester Museum and Science Center; *Rochester, An American Center of Photography* and *The Warner Legacy in Western New York* at the International Museum of Photography at the George Eastman House. Also up at the same time will be *The Last Decade: The Emergence of Art Photography in the 1890's* at the Eastman House, and *A Century of Childhood, 1820-1920* at the Margaret Woodbury Strong Museum.

Rochester is easily accessible by air, bus, train or automobile. The Greyhound and Trailways bus lines have terminals within a short taxi ride of the hotel, and the Amtrak station is as close. Five major airlines serve the Rochester airport, with USAir offer-

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LETTERS

31 January 1984

Dear Ron:

The Winter 1984 issue of *mid-atlantic archivist* has just been received and a very good issue it is. We're very pleased with the article describing our South Philadelphia synagogue records. It was a long article, but you printed it all.

We're pleased, too, that you made note of our *PJAC News*. For your information, it is published twice a year, and a description of PJAC's holdings is found in every issue. All the records received or processed between editions are listed in the latest ones. Your item may have left the impression that a list of our holdings was published only in the September 1983 edition.

Most sincerely,

Lily G. Schwartz
Assistant Archivist
Philadelphia Jewish Archives Center

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maa TO CARRY ADVERTISING

Beginning with this issue, the *mid-atlantic archivist* will carry advertising.

Rates for advertising in the quarterly newsletters are as follows: full page - $125; half page (vertical or horizontal) - $75; ¼ page - $45; and ⅛ page - $30. There will be a 10% discount for four consecutive insertions.

Closing dates for advertising copy are the 1st of December, March, June and September.

Inquiries concerning mechanical requirements and rate cards should be addressed to Leslie Hansen Kopp, Production Editor, *mid-atlantic archivist*, 752 West End Avenue 17K, New York, NY 10025; (212) 222-3186.

maa welcomes its new advertisers!

ROCHESTER

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ing MARAC/LOAC members special conference rates and services. A free limousine/van is available from the airport to the hotel courtesy of the Rochester Plaza.

The Local Arrangements Committee encourages MARAC members to plan to arrive in Rochester early on Thursday even if they are not taking advantage of one of the workshop seminars being offered that day. There is much to see and do in the city, and members will want to be sure to attend the special MARAC/LOAC reception to be held in the fine City Council Chambers of City Hall, a beautifully renovated 1880's Richardson-Romanesque building located across the street from the hotel. The reception will be held Thursday evening from 7 until 10 pm. This unique setting will be an appropriate place to open what is expected to be one of the best MARAC conferences. In addition, it will be an excellent opportunity to meet and make many new acquaintances in the New York State archival community.

We hope to see a good turnout in Rochester. It's not as far away as you think so come by plane, bus, train, car or packet boat. All roads (and canals) lead to Rochester for MARAC/LOAC Spring '84. If you have not received a program and registration form, please contact Sandra Markham, Memorial Art Gallery of the University of Rochester, 490 University Avenue, Rochester, NY 14607 or phone (716) 275-4756.

Design by Claude F. Bragdon, c. 1913, of the upper falls of the Genesee, at Rochester.

Original in the Bragdon Family Papers, Department of Rare Books and Special Collections, University of Rochester Library.

LUCRE, MOOLA, CHICKEN FEED, LETTUCE, JACK

Whatever term is used, it is MONEY that helps MARAC function as a vital archival association. We are justly proud that at $5 our dues are a bargain, and yet we provide a full range of services to the Mid-Atlantic archival community. In addition to our two major conferences per year, MARAC's activities have expanded recently to include a full publication program (the *Guidelines* received a good review in the *American Archivist*), administration of the Pennsylvania Abolition Society award for a minority archivist to study at the Modern Archives Institute, support of national and regional historical records programs, and two task forces responding to issues raised in the recent membership survey.

Although these activities depend entirely on volunteers, they also require CASH to be successful. Unfortunately, the coming fiscal year (starting June 1) will be financially difficult. This arises in part from our increased activity and in part from cancelling our Fall 1984 conference in order to meet jointly with SAA in Washington, DC. Because of our low dues, the resulting loss of income will necessitate cutting back on some services in the coming year. I am now preparing a budget to cope with this shortfall without seriously harming our overall goals. Membership input is needed, and anyone who has suggestions or who wants further information should write me at the New York Public Library, Fifth Avenue and 42nd Street, New York, NY 10018.

One final word of warning: it has been 4 years since the last dues increase, and we will undoubtedly have to consider raising the dues next year.

Robert Sink, Treasurer

MARAC STEERING COMMITTEE MEETING
JANUARY 20, 1984
PHILADELPHIA, PA

Bruce Ambacher called the meeting to order at 11:30 am with the following persons present: Roland Baumann, Karen Stuart, Barbara Benson, Jackie Goggin, Carl Lane, Erika Thickman Miller, Fred Miller, Don Harrison, Adele Lerner, Leslie Hansen Kopp, Mary Ellen Gleason, Ron Becker, Bruce Ambacher, Bob Sink and Laura Grotzinger.

Treasurer's Report: Bob Sink distributed copies of the Treasurer's Report as of January 18, 1984 and a budget analysis based on the projected 1983-84 budget approved by the committee a year ago. Bob pointed out that larger profits from the conferences are being realized than were anticipated. Over twice as much has been spent on publications than was previously planned, however the reprinting of the *Guidelines* was not part of the original budget. Bob explained that due to the conference profit, there is a sufficient cushion so as not to require an immediate dues increase. We should keep in mind that the Washington, DC meeting, in conjunction with the SAA, will probably run a deficit. Adele Lerner recommended that the Steering Committee take closer control of financial matters with future conference committees. It was also pointed out that the by-laws mandate that the treasury always maintain one year's operating expenses in addition to the current year expenses. Roland Baumann suggested we might consider an additional charge for on-site conference registration. Ron Becker and Leslie Hansen Kopp distributed copies of a letter to be sent to potential advertisers to help defray newsletter costs. Beginning with the Spring 1984 (v.13, no.2), the *mid-atlantic archivist* will be carrying paid advertisements. A copy of the Harpers Ferry financial report was distributed. Total profit was $1,154.

Secretary's Report: Total paid membership as of January 19, 1984 was 565. Caucus breakdown was as follows (persons/institutions): Delaware, 10/0; District of Columbia 128/1; Maryland, 41/2; New Jersey, 41/1; New York, 131/4; Pennsylvania, 111/3; Virginia, 54/1; West Virginia 13/1; outside the region, 15/8. A dues reminder will be sent to all unpaid members. A membership directory will be produced by Actionmail within the next two months and will be distributed to paid members. Mary Ellen Gleason moved that the membership year remain October 1 through September 30, and that the initial dues notice be sent in August. Roland Baumann seconded it and the motion passed unanimously.

Adele Lerner moved that the Membership Committee meet and report to the Steering Committee in Rochester. Jackie Goggin seconded the motion and it passed. Much discussion took place concerning the importance of maintaining and increasing the organization's membership. Don Harrison discussed the new membership data base being set up with Actionmail. They will maintain a list of current paid members. New membership forms are being developed to make the input of information easier. The secretary will be the liaison with Carla Lauer of Actionmail.

Conference Reports:

Rochester, NY (Spring 1984): Sandra Markham will be in touch with Bob Sink concerning the proposed budget. The Local Arrangements Committee approached USAir to be the official airline. A reduced fare would be based on the number of people flying to Rochester. Each state representative was asked to look into the number of persons planning to fly to Rochester. Discussion followed concerning the use of free tickets offered by the airline based on the number of seats sold. In addition, the airline offered one round-trip ticket to anywhere as a door prize. Bruce Ambacher recommended giving up the additional free tickets in lieu of one round-trip ticket to Rochester to confirm final conference status and plans. The Program Committee reported that the program was 98% finalized. An additional workshop is being considered and this was discussed. Based on discussion touching upon overall attendance and minimum people required for each session, Bruce Ambacher moved that while the Steering Committee usually does not interfere with

continued on next page

the program, we not run a fourth workshop. Mary Ellen Gleason seconded it and the motion passed. The committee plans to have the conference mailing in the mail on March 1. Bob Sink reported that he had not received a budget. A budget should be finalized by February 1.

Washington, DC (Fall 1984): Jackie Goggin reported on the local arrangements planned by SAA. There was no closing luncheon planned for Monday. Discussion followed concerning a MARAC luncheon/business meeting with a good speaker to entice MARAC and non-MARAC members to attend. The luncheon would be on the program as a MARAC sponsored event. [Since the 1/20 meeting, the SAA has decided to hold a closing luncheon. The topic will be discussed at the Rochester meeting]. Roland Baumann reported that of the 80 sessions approved for the program, 12 would lend themselves to be cosponsored by MARAC. His strategy is to ensure that at least 5 and as many as 10 be co-sponsored by MARAC on the program. Don Harrison commented on the importance of making the MARAC presence known at the conference. It was recommended that we take T-shirts to sell at the conference. Roland recommended that we record the comments of people who will not attend the meeting or hold sessions due to the timing of the conference. Jackie Goggin stated that this kind of information needs to be presented at the Council's meetings.

Richmond (Spring 1985): Plans are still uncertain with reference to a joint meeting with the Southeast Archivists. Jodi Koste will serve as Local Arrangements chair. Lucious Edwards will chair the Program Committee.

Harrisburg (Fall 1985): The conference will coincide with the 200th anniversary celebration of Dauphin County. Diane Wallace, Martha Slotten, and Bob Coley will serve on the Local Arrangements Committee and Lee Stout will chair the Program Committee. Roland Baumann will speak with Larry Tise regarding PHMCC support.

Future Sites: Princeton, NJ; Baltimore, MD; New York, NY; and Charlottesville, VA were approved as future sites. Gregory Hunter submitted a report researching alternate sites in New York state. The committee concluded that a Long Island site be considered after the fall of 1987. Adele Lerner recommended that Greg be thanked for his work. All agreed. Other areas considered included Gettysburg, PA and Newark, NJ.

Response on Technical Leaflets: Greg Hunter reported that he has received 77 requests for copies of the leaflets.

Nominating Committee: The Nominating Committee presented the following slate for the upcoming election:

Secretary - Brother Denis Sennett
Jodi Koste

Treasurer - Bob Sink

State Representatives:

Delaware - Barbara Benson
Paul Hensley

District of Columbia -
Michelle Pacifico
Barbara Vandergrift

Maryland - Adele Newburger
Karen Stuart

New Jersey - Gary Saretsky
Ruth Simmons

New York - Gregory Hunter
Mary Boccacio

Pennsylvania - Peter Gottlieb
Fred Miller

Virginia - Lucious Edwards

West Virginia - Jean Elliot
Fred Armstrong

Custer Award Committee - Linda Henry
Frances Seeber

The committee was asked to confirm Ruth Simmons' acceptance of the nomination.

Task Force Reports:

Semi-Annual Meeting Task Force: In December, the task force met and came up with a number of conclusions, two of which were discussed at further length - the appointment of a Steering Committee member as coordinator for exhibits, and the payment of honoraria. In addition, the committee submitted recommendations concerning program chair responsibilities, length of program, evaluations, workshops, badges, announcements, registration packets and publicity, member input, committee size and responsibilities and session guidelines. According to Susan Davis' report, the next step for the task force will be to develop two committee manuals.

Roland Baumann moved that a coordinator of exhibits be appointed by the Steering Committee for future conferences; it was seconded by Adele Lerner. The motion passed. Discussion concerning whether or not a member-at-large rep be assigned to the responsibility followed. Leslie Hansen Kopp volunteered to work on developing a network of exhibitors for future meetings.

A discussion on the payment of honoraria followed. The final recommendation was that a flat fee be established for honoraria for workshop instructors. Also that a minimum attendance figure be set for workshops and a cut-off date for registration be established. Don Harrison moved and Adele Lerner seconded. The motion passed. Jackie Goggin moved that the instructors receive an honorarium and per diem expenses for conducting workshops. Adele Lerner seconded. Only four members approved, it did not pass. A strict honorarium of $100 was recommended and approved by the committee. A question concerning a past precedent of paying all or part of the expenses of out of the region program participants was referred back to the task force.

Mission and Structure Task Force: Fred Miller reported that a report would be prepared to reflect

MARAC's mission and goals in terms of internal growth and change and what other organizations are doing. Some of the major topics that the committee has discussed are: maintaining the state representatives, but changing the method of election and nomination; electing a vice-chair to act as liaison with conference committees; establishment of several standing committees, i.e. membership, finance, education; and responsibilities of the Members-at-Large. In addition, the task force has looked at the constitution and by-laws of MARAC and other organizations and made recommendations for changes in inconsistencies and language. Some of the recommendations of a previous constitution committee are being reconsidered. The task force will meet again during the week of February 13 in Philadelphia. Fred Miller will send information to Ron Becker for publication in the newsletter requesting comments by the membership.

Guidelines Report: Erika Thickman Miller reported that the names included on the *Guidelines* promotional mailing list would be given to the Delaware Valley Archivists and a copy of the list will be sent to Sandra Markham for conference notices. Also, *Guidelines* sold should include invitations to join or membership fliers. Six national newsletters received review copies of the publication and published announcements concerning its availability.

SAA Activities: The *American Archivist* editor is requesting copies of conference programs to solicit articles. Bruce Ambacher moved that the term of the liaison to the regional be extended to three years. Don Harrison's term would run from November 1983 through November 1986. Carl Lane seconded the motion and it passed. The SAA and regional presidents will be added to the newsletter mailing list. SAA has also requested copies of each of our publications for their archives.

MARAC's Archives: Our archives are presently at the University of Maryland, however Charlotte Brown is no longer there. Arrangements will be made to transfer the collection to a location where a member works.

The next Steering Committee meeting will be Thursday, April 26, from 3 pm to 6 pm, at the Rochester Plaza. The meeting adjourned at 3:30 pm.

Respectfully submitted,

Laura A. Grotzinger, Secretary

TREASURER'S REPORT

CASH ON HAND, checking account, November 2, 1983		$2,428.20
Income, November 2, 1983 - January 18, 1984		
Membership dues	$1,619.50	
Publication sales	127.50	
T-shirt sales	85.00	
Spring '83 meeting	20.00	
	$1,852.00	
Expenses, November 2, 1983 - January 18, 1984		
Fall '83 meeting	$ 310.90	
Membership renewals, printing and mailing	303.90	
Guidelines, printing and mailing	1,155.60	
Bickford, printing and mailing	1,369.52	
Secretary:		
postage	181.13	
printing	53.69	
Semi-Annual Meetings		
Task Force	28.50	
Bank charges	8.00	
	$3,411.24	
CASH ON HAND, checking account, January 18, 1984		$ 868.96
CASH ON HAND, money market account, November 2, 1983		$5,301.76
Income, November 2, 1983 - January 18, 1984		
Interest	$ 117.23	
CASH ON HAND, money market account, January 18, 1984		$5,418.99
TOTAL CASH ON HAND, January 18, 1984		$6,287.95

Respectfully submitted,

Robert Sink, Treasurer

MARAC TASK FORCE ON SEMI-ANNUAL MEETINGS

The MARAC Task Force on Semi-Annual Meetings met on December 12, 1983 at the Medical Archives of the New York Hospital-Cornell Medical Center. Present were Susan Davis, Judy Felsten, Greg Hunter, Jodi Koste, Adele Lerner and Robert Sink. Absent were Ann Newhall and Frances Seeber.

The group discussed the open forum held at the Harpers Ferry meeting which was well attended by both Task Force members and former Program and Local Arrangements Committee chairs. The group also went over Bruce Ambacher's report on the Harpers Ferry conference in detail.

As a result of this meeting, the Task Force came to the following conclusions, which will be incorporated into its final report and the resultant manuals.

1. Exhibitions. The Steering Committee should appoint one of its members as Exhibits Coordinator to encourage exhibition participation and to ensure regular contact with exhibitors. The Task Force recommends that the Steering Committee act on this proposal at this point and not wait for the Task Force's final report.

2. Program Committee versus session chair responsibilities. The respective duties of the Program Committee chair and the session chair should be more clearly delineated. It was suggested that the Program Committee member take responsibility for formulating the session, getting speakers, maintaining contact with the session chair, writing the session description in conjunction with the chair, ensuring that all necessary arrangements, including those for audio-visual equipment, have been made, monitoring attendance at the session and implementing any evaluation procedure that has been decided upon. The Session Chair would take over direct responsibility for the session once the topic and participants were set. This would include continued contact with the speakers to ensure that they are covering the topic and meeting the deadlines, coming to the actual session on time in order to coordinate last minute details, introducing the session and the speakers, and fielding questions.

3. Evaluation. The Task Force agreed that the question of evaluation must be addressed in greater depth. One of the reasons that past session evaluations have been fairly useless is that little has been done with them. There has been no follow-up. Past practice should be analyzed as well as the various options open to us, including handing out forms at sessions, collections of forms by Program Committee members, etc. At least one member of the Program Committee should attend each session. The relative merits of overall conference evaluations versus individual session evaluations should be discussed. In any case, final evaluating reports for both Program and Local Arrangements should go to the Steering Committee within 30 days after the meeting.

The report of the Program Committee should include the following:

a. session attendance; time slot attendance
b. analysis of success in assuring ethnic, gender and geographic diversity
c. problems and resultant recommendations for future Program Committees
d. perceived trends
e. suggested topics/speakers for future meetings
f. corrections/additions for handbook.

The report of the Local Arrangements Committee should include the following:

a. total registrants, broken down by day, state and including the number of first time attendees
b. a survey of the means by which attendees travelled to the meeting (personal auto, agency or company auto, rented auto, train, plane, bus, cab, carpool, other)
c. evaluation of facilities (meeting and sleeping rooms, hospitality suite)
d. evaluation of social activities
e. complete budgetary report with final accounting
f. corrections/additions for handbook.

4. Workshops. The definition of a workshop should be clarified. The Task Force felt that it implied a smaller, more interactive session that might include preparation, hands-on work or a case study. It was suggested that we require preregistration for the workshops. Forms would include the reason for wishing to attend. This should not be viewed as an exclusionary practice, but rather as guidance for the workshop leaders. Should we adopt this policy, it would be necessary to establish a deadline for preregistration. This policy also raises the question of whether or not to notify applicants of acceptance. That can be done if advance material is sent to enrollees, or applicants could enclose a SASE if they needed to know. It was also suggested that we plan for a second shift of certain workshops, if demand warrants. In that case we should have two workshop leaders who would split the enrollees and run separate workshops if necessary. The hospitality suite could be held in reserve as a spare room.

5. Badges. The practice of color coding badges for new members, first-time attendees and Steering/Program/Local Arrangements Committee members should be continued. These should be explained at the first meeting or in the program.

6. Announcements. Relevant announcements should be made at the first session, even if that session is not a plenary session and/or printed in a notice to be included in the registration packet or handed out.

7. Registration package. The registration package is the main opportunity to draw people to the meeting and thus must include a fuller program, describing sessions and listing participants. The descriptions should specify intended audience level where relevant.

8. Newsletter timing. The preparation of publicity and publication of the newsletter must be timed so that they are all received before the conference.

9. Registration fee. Several aspects of the registration fee need to be resolved. The Task Force feels that preregistration should be cheaper, $5 should be added on for walk-ins, there should not be a one-day fee, the member/non-member differential should be maintained and that refunds should be available if requested at least two weeks before the meeting.

10. Payment of Speakers. The decision whether or not to pay speakers, either as expense reimbursement or honoraria, to MARAC members or non-members is one to be made by the Steering Committee - not by individual Program or Local Arrangements Committees. Paying honoraria for workshop leaders could, in some ways, be a problematic precedent.

11. Program Committee Meeting. There should be at least one general meeting of the Program Committee. Too much is lost by not having everyone together to discuss both the overall program and the individual sessions.

12. Committee Publicity. The names of the chairs and members of the Program and Local Arrangements Committees should be publicized so that members know whom to contact. Contact with the state representatives might facilitate increased participation by newer or less well-known members.

13. Member input. The Task Force agreed that more input from the members was needed with regard to session suggestions. The program should not be based solely on Program Committee ideas. Regular requests for input, including contact person and perhaps a list of session areas should be regularly published in the newsletter.

14. Committee Size and Structure. The Task Force discussed the size and structure of the Committees and agreed that the Chairs should be appointed by the MARAC Chair and that members should be volunteers and those commandeered!

a) The Program Committee should consist of at least eight members, including the chair. The chair should be responsible for overall coordination and should not be assigned individual sessions to develop. There should be one person from the local area on the committee who will be a source of local talent and a liaison between the Program and Local Arrangements Committees. The Program Committee is responsible for all sessions, including luncheon speakers. It was also agreed that members of the Program Committee should not generally be session participants as well.

b) The size of the Local Arrangements Committee will vary depending on locale and resultant resources. Again, eight was a suggested size, when possible. The possibility of Chamber of Commerce assistance should be investigated.

The functions of the Local Arrangements Committee are as follows: 1) finding the site and bargaining terms; 2) all non-session events in and outside of hotels including tours and restaurant lists; 3) the hospitality suite and extra rooms; 4) food functions; 5) air rates and arrangements; 6) program printing and coordination of mailings; 7) name tags, gifts, handouts; 8) staffing registration desk; 9) bulletin board for announcements, placement activity; 10) arrangements for the handicapped; 11) childcare; 12) exhibits; 13) full transportation information; 14) alternate housing, roomsharing, carpooling; 15) general finances including means for underwriting certain costs (suggestions for which will be included in handbook); 16) preparation of publicity.

15. Session guidelines. While the number of sessions to be scheduled is up to the individual Program Committee, the Task Force had the following thoughts on the matter. While it is clearly not a good idea to have too few sessions, it is also distressing to have participants prepare presentations only to have an audience of six. There should, however, be a beginning level offering at each time slot and if any specific audience is intended, that should be specified. Each session should be at least 1½ hours in length with a minimum of 20-30 minutes alloted for comment and discussion. Comment in a formal sense is not always necessary. It is important to recognize that the level of expertise among the membership varies, which should affect the orientation of sessions. Program Committees should experiment with other forms of sessions, such as roundtables and seminars, where the enrollment is limited but the leader does not do everything. Preparation of speeches rather than formality of sessions should be stressed.

RECOMMENDATIONS OF THE MARAC TASK FORCE ON MISSION AND STRUCTURE

PROPOSED STRUCTURAL CHANGES

1. State Representatives/State Caucuses. The state caucuses should be retained, but the manner of election of the state representatives should be changed and the role of the caucus clarified. The state representatives should be elected by the members of the state caucus. This might cause problems in Delaware and West Virginia, but the benefits in terms of meaningful voting, discussion of state issues and identification of the state representative with the caucus would seem to outweigh those problems. The state caucuses should probably play a role in the process of nominating people for state representatives. The overall role of the caucuses will be much as they have been, and events have shown that the level of activity of the caucus depends to a large extent on the interest of the state representative and of key

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figures like the state archivist. However, the state caucus seems to have a large potential role in one area that the membership survey revealed as important - the area of advocacy and lobbying. Increased emphasis on this aspect of the caucuses will be difficult to formalize, but the change in nomination and election should be a step in the right direction. In any event, the membership interest in advocacy as one of the main functions of MARAC should at least cause us to recommend against abolition of the caucuses, despite their low attendance. They do provide us with a very useful means of making ourselves heard in the respective state capitals and with legislators at various levels.

2. Vice Chair. As MARAC becomes larger and more involved with a wide variety of education and publication programs, it might be a good idea to relieve the very heavy burden of work on the chair by instituting an office of vice-chairperson. This is especially important since our officers' time has to come out of their employer's time or their own leisure time. The establishment of an office of Vice-Chairperson could also permit the chairperson to devote time to another priority activity indicated in the membership survey - liaison with archival/historical/library groups, at the local and national levels. On the typical inside-person/outside-person executive model, the chairperson could become more of an "outside" person, concentrating on general policy, outreach, publications, education, work with national and local groups. Even without such a clear division, a vice-chair would obviously permit the chair to do a more effective job. Most of the larger regionals elect a vice-chair, and in some cases make the position a two-year vice-chair/chair-elect. We might adopt a system where the vice-chair serves for two years but does not automatically succeed the chairperson. The functions of the vice-chair are the usual ones of general assistance to the chair, but also often include specific duties like liaison with program and local arrangements committees.

3. Standing Committees. MARAC should probably have permanent Finance (or Budget or Audit) and Membership Development Committees. We have had various kinds of financial committees in the past, but there is nothing permanent. Most organizations have such committees mentioned in their constitutions or by-laws. A membership committee can be of great value to the organization's secretary, and members of both the Task Force and the Steering Committee indicated the need for a membership development campaign. Both the finance and membership committees would be appointed, and could serve to bring new blood into MARAC's leadership. They could be chaired either by the treasurer and secretary, or by at-large Steering Committee members.

4. Nominating Committee. The Nominating Committee should be elected, or at least three of its five members should be elected. There are various models we could follow, but the basic idea would be for at least part of each year's Nominating Committee to nominate candidates for election to the committee. A largely elected Nominating Committee would seem to be a good measure to take in light of the current perception of elitism. It would have to be an improvement over the current method of selection from the floor at Fall meetings.

5. Business Meetings' Powers. This is somewhat technical, but we should consider it as a major change or addition to the constitution. At present, there is nothing about the powers of the membership assembled in the two business meetings. The constitution refers only to the powers of the Steering Committee. The MARAC Constitution Committee recommended that we add a short statement on the powers of the business meeting.

6. Education and Publication Committees. We should have ongoing committees in these two areas. Both our membership survey and the other regionals' activities demonstrate that these are the areas in which MARAC can and should be most involved. There is no need for a constitutional change here, since the Steering Committee already has the power to set up special committees. However, MARAC does not seem to have active Education and Publication Committees. The Task Force urges the establishment of strong committees, chaired by at-large Steering Committee members, in both areas. This would provide the continual coordination between the Steering Committee and these functions which we apparently lack right now. The Steering Committee would still appoint coordinators for both Education and Publications programs. The New England Archivists have just appointed an Education Coordinator who sits ex-officio on all program committees.

Most of these major changes in structure are designed to comply with the membership's wishes regarding MARAC's direction, as indicated in the survey. The four major areas in which the organization was urged to concentrate in the future were education/workshops (mentioned by 56% of the membership), publications (44%), advocacy/lobbying (39%) and liaison with other archival groups (32%). Clearly, education and publication committees on a fairly permanent basis will be required to fulfill the first two mandates. The retention and strengthening of the state caucuses is one very good way to strengthen the advocacy/lobbying role, while a vice-chair might permit the chairperson (or the vice-chair) to devote time to liaison work. The establishment of an elected Nominating Committee should help address the problem of elitism. Finally, we do seem to require some clarification of the business meetings' powers, and the creation of formal finance and membership committees. The latter will address the problems of both retaining members and recruiting new members.

For further information or to make recommendations to the Task Force on Mission and Structure, please contact Fredric Miller, Urban Archives Center, Samuel Paley Library, Temple University, Philadelphia, PA 19122.

FALL MEETING WITH SAA

Planning is progressing for the fall meeting to be co-sponsored with the Society of American Archivists. The meeting will be held in Washington, DC, at the Capital Hilton. Formal program sessions will take place September 1-3, preceded by SAA task force and professional affinity group sessions. MARAC members will register at SAA member rates, whether an SAA member or not. Several of the sessions will be identified as MARAC sponsored sessions. These will include sessions with MARAC themes and with MARAC speakers. On Sunday, September 2, MARAC will hold its semi-annual business meeting and co-sponsor the evening's entertainment. The summer *maa* will have full details but plan now to take advantage of this opportunity to attend the joint meeting, meet your colleagues from across the nation, and be exposed to the flavor, exhibits, topics, and interest generated by a national convention.

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ARCHIVES AND MANUSCRIPTS IN RLIN

On Monday, January 23, 1984, the Department of Manuscripts and Archives at Yale University Library created the first machine-readable record to enter the RLIN database for a manuscript collection. This new use of RLIN was made possible by system enhancements developed during 1983. Kathy Morton, Head Librarian of Manuscripts and Archives at Yale, stated: "This extension of RLIN represents a breakthrough for scholars and the archival community. Online access to information on manuscripts and archives is now a reality."

Five manuscript and archival repositories at three Research Libraries Group members - Yale, Cornell University, the Labor Management Relations Documentation Center at Cornell, Stanford University, and the Hoover Institution at Stanford - are now entering records for archival and manuscript materials into RLIN. Other institutions will begin using RLIN for this purpose as soon as terminal installation and training schedules permit.

An Office of Education Title II-C grant to Yale University and a grant to RLG from the Pew Memorial Trust funded the design and development of RLIN support for automated archival and manuscript control.

Records are entered using the USMARC (United States Machine-Readable Cataloging) format for Archival and Manuscripts Control (AMC). The growing file of RLIN records in the AMC format is part of the same database that contains records in six other MARC formats: books, films, maps, music (sound recordings and musical scores ar two separate files in RLIN), and serials. In adding archival and manuscript materials to the database, RLG has integrated access to materials that are traditionally processed and housed separately.

The extension to RLIN supports acquisitions, accessioning, description, and management of archival and manuscript materials. The system allows bibliographic records to be entered in the database and modified as the processing of an individual collection continues. Automatic, online indexing eliminates the redundancy required in a set of manual files and provides immediate access to collections from the beginning of the processing cycle. (New indexes added to RLIN include donor name and form-and-genre headings.) A unique feature of the system is the "archival control segment" of the AMC record, which contains information about the processing history of the material described in the bibliographic segment of the record. This information can be used to generate reports for in-house use, such as list of donors, or instructions to staff regarding processing tasks and their priorities.

The implementation of these system enhancements is the culmination of several years of cooperative effort by RLG and the Society of American Archivists' National Information Systems Task Force (NISTF). The USMARC AMC format (approved by the American Library Association interdivisional committee, MARBI, in January 1983) is the product of the NISTF Working Group. This working group, composed principally of professional archivists and manuscript curators, included representatives from the RLG task force that created the functional requirements for archival support in RLIN. The National Endowment for the Humanities funded both these efforts.

Larry Dowler, Associate Librarian at Harvard College, was formerly Associate Librarian at Yale University, where he was the principal investigator on the original Title II-C grant. On receiving the news, he noted that "a national information system for manuscripts and archives has long been the dream of archivists and the hope of researchers. The RLIN archival and manuscript enhancements bring us several steps closer to this goal. This event also marks the emergence of archives and other special collections as partners in a fully integrated bibliographic system."

The addition of archives and manuscripts records to the fourteen million records already in the RLIN database will enable scholars and library staff to take full advantage of these materials within the context of RLG's principal programs: shared technical processing, cooperative collection development, shared resources, and preservation. To foster the development of a national database of primary source materials, RLG has appointed a Archives and Manuscripts Task Force, whose charge is to:

> develop protocols for reference and interlibrary loan service; develop acceptable bibliographic standards for archival control records; explore the feasibility of integrating the records of the National Union Catalog of Manuscript Collections (NUCMC) into the RLIN database; encourage and support the use of the AMC format by RLG members, and attract new members with significant archival/ manuscript collections.

PRESIDENTIAL LIBRARIES CONTROVERSY CONTINUES

[The following article by Robert Cohen appeared in *The Star-Ledger* (Newark, NJ) February 24, 1984]

Proposals by Rep. Matthew Rinaldo (R-NJ) and two other members of Congress to reduce the mushrooming government costs of maintaining presidential libraries yesterday drew opposition from the Reagan Administration, the nation's archivist and the General Accounting Office (GAO).

In a letter submitted to the House Committee on Government Operations, federal Budget Director David Stockman said the Administration is sympathetic to the goals of reducing "questionable spending," but "opposed to the imposition of additional legislative restrictions on the privileges and prerogatives of former presidents."

"In our view, the existing statutory scheme with respect to former presidents - including their libraries - is adequate and should not be changed in any major respect at this time," said the Stockman letter. "It is for this reason that the Administration opposes each of the bills that your committee is considering."

Robert Warner, the archivist of the United States, told a government operations subcommittee that he too favors reducing costs, but not at the expense of reneging on the government's obligations to adequately and properly handle the nation's historical treasures.

"All three proposals have the major limitation of not recognizing the federal government's obligation to maintain presidential historical records, which are federal property, in an appropriate fashion," said Warner. "For this reason, we oppose them."

William Anderson, a GAO official, said the watchdog agency favors some reform of the current system that has led to rapid "cost growth," but he found fault with key provisions of Rinaldo's bill and the two other measures being considered by the Congress.

Rinaldo, complaining that the taxpayer cost of maintaining presidential libraries has grown in 30 years from $63,745 to more than $14 million, has proposed legislation that would create a central depository for presidential papers rather than continue the system of creating separate libraries for each former chief executive.

All seven existing presidential libraries, which are dispersed throughout the country, were constructed with private contributions to the federal government. The government, in turn, pays for operating and maintaining the libraries.

Rinaldo's bill would centralize records of the former presidents in one building, and limit the space available for these records based on the number of years an individual served as president.

In testimony before the subcommittee, Rinaldo said the entire presidential library system has gotten out of hand, not only in the amount of money spent to maintain the records, but in the number of records collected.

"While I greatly admire former President Ford, his library and museum, located in two different cities and totaling 80,000 square feet, are out of proportion to his two-year presidency," said the New Jersey congressman.

"We should show respect for the achievements of our former presidents and make their papers available to the public," said Rinaldo. "It must be done, however, in a manner consistent with present federal budget realities."

Other bills being considered by the subcommittee include a proposal that would terminate the use of all appropriated federal funds for the maintenance of presidential libraries.

Under this plan, no building, land or equipment could be accepted by the federal government for a presidential library unless there is available, by gift or bequest, a sufficient endowment to cover the anticipated costs of maintaining the facility.

The GAO, in its analysis of the Rinaldo bill, said placing all records in a central depository would raise the possibility that all documents could be lost in a single fire or disaster. The GAO also said the Rinaldo plan would enable fewer people to have access to the documents, and it questioned whether a single library would be less costly to operate than the current system.

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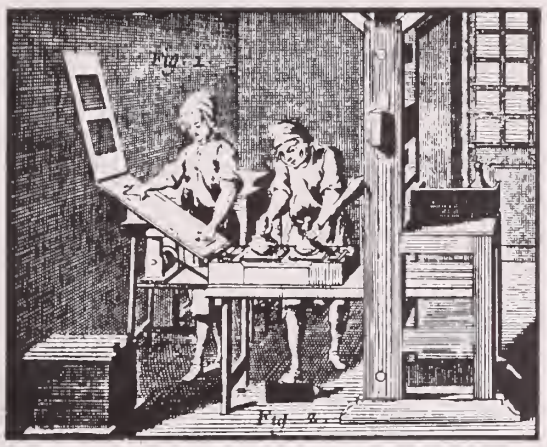
OCCUPATION HANDBOOK TO DROP "ARCHIVIST"

The Bureau of Labor Statistics (BLS) is planning to drop six occupations from the *Occupational Outlook Handbook*. The fields under consideration for withdrawl are geographer, political scientist, anthropologist, historian, market analyst, and archivist. BLS explains this move as resulting from financial cutbacks and the degree of effort necessary to obtain data. The *Handbook* contains information on the number of practitioners, the outlook for the profession, and required courses of study. For further information, or if you wish to register concern, please contact Janet Norwood, Bureau of Labor Statistics, US Department of Labor, 200 Constitution Avenue, Washington, DC 20210.



PRESERVATION NEWS

WOOD IS GOOD

William J. Barrow demonstrated for the first time in 1959 how wood fibers could be used to make a permanent/durable paper with an expected life of 2,000 years. Still the belief is widespread that high quality, long-life paper must contain rags.

The myth about the supposed inferiority of wood as a papermaking material is very tenacious. One might say that it has a certain permanence and durability of its own. I think there are three main reasons for this. They have to do with the "older is better" bias, confusion of the influence of alum, chemical wood and groundwood on paper quality and the effect of advertising.

"Older is Better"

People compare the fine old books that have survived the centuries with modern books (though not always with the best that this age has to offer) and draw the unwarranted conclusion that the old books have lasted well because their paper was made of rags. Perhaps the old books that survived would have lasted just as well if they had been made of wood pulp, provided that other conditions were equal, namely the inclusion of the same amount of calcium carbonate; the same low levels of alum or none at all; equally pure water and skillful beating or stamping; bleach not used to excess with either type of fiber and so on. Making good paper has always been like making good pastry: you have to start with good ingredients and you have to know what you're doing. You have to do a good many things right, and nothing wrong. Yet there will always be someone who bites into the pastry, your product of skill, and says, "This is good! How did you do it?" as if your success could be explained in a word or two. If you play along and tell them that your secret is to use only a certain kind of flour, they will accept your answer even if they know better. This is how rumors about Secret Ingredients that Make All the Difference get started.

Alum, Groundwood and Chemical Wood

Between 1840 and 1900 there were two disastrous changes and one largely beneficial change in the way paper was made, which must have been hard to properly evaluate at the time. The first two - the use of groundwood pulp (which contains lignin) and increased use of alum - are largely responsible for the way books and papers have been deteriorating, because both alum and lignin generate acid as they deteriorate. The last - the change from rags to purified or "chemical" wood pulp for paper for ordinary and long-term use - has also been seen as a change for the worse by people who do not realize what a big difference there is between groundwood and chemical wood pulp. The effects of these three developments were for a long time not clearly perceived, either in combination or separately. Their combined effect did not become fully apparent until years after the paper was manufactured, of course, and their separate effects were not untangled until Barrow did his research in the 1940s, 50s and 60s.

The groundwood process of making pulp was introduced first, in the 1840s, and the three main kinds of chemical wood processes were introduced at intervals thereafter: soda, then sulphite, and finally sulphate (kraft) around 1900. To people not in the paper industry, these must have always seemed just different ways of making paper from wood, the reputation for which had unfortunately been established first by groundwood.

Throughout this same period, to confuse the picture, the use of alum increased and made all the wood processes look bad. Alum-rosin sizing began to be widely used in the United States about 1850, and a more concentrated form of alum replaced the earlier form about 1875. Other destructive ingredients and practices were being introduced simultaneously and growing air pollution from illuminating gas and coal further complicated the cause-effect relationship. Paper quality went down rapidly from about 1840 on, faster and further in books than in paper used for written records.

The Effect of Advertising

Advertising of modern "rag" paper has also had a part in prejudicing the public mind against wood. The paper industry doubtless finds it convenient to play upon existing well-entrenched ideas, and to continue to associate "rag paper" in their ads with hand manufacture, linen, fine old books and quality. In actuality, rags are no longer used except in a few small hand paper mills, because there is no way to collect rags on a large scale any more. The rag pickers have gone the way of the stagecoach and the

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penny postcard. What the modern rag papermakers use instead is whatever 100% natural-fiber fabric scraps they can get from mills and clothing factories. More often they use cotton linters, the short-fibered fuzz left on the cotton seed after it comes out of the gin. Since there is no truth-in-advertising law to keep them from identifying this cotton linters paper as rag paper, they do it freely.

In brief, wood has had a bad name because we have not been able to sort out the different factors in paper excellence until recent decades. They are still not all sorted out, but recent technical developments have brought one factor after another under control, and now a growing number of mills are making high quality permanent paper and board from wood stock.

It is not only acid-free but (more important) buffered with calcium carbonate, and can even be made entirely lignin-free at little additional cost. Long live the tree! Who needs rags?

REFERENCES

Permanence/Durability of the Book, II: Test Data of Naturally Aged Papers. Richmond: W.J. Barrow Research Laboratory, 1964. p. 44. This and other Barrow publications are available from the Preservation Office, Library of Congress, Washington, DC 20540.

Verner W. Clapp, "The Story of Permanent/Durable Book-Paper, 1115-1970." *Restaurator*, Suppl. 3, 1972. 51 p. Reprinted in a slightly revised form from *Scholarly Publishing* 2, 1971: 107-24, 229-45, 353-67.

- Ellen McCrady

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Ritzenthaler, Mary Lynn. *Archives and Manuscripts: Conservation.* Chicago: Society of American Archivists, 1983. 144 pp. $9 ($7 to members). Soft cover. (Basic Manual Series).

Archivists, who have fed on crumbs from the librarians' table as far as modern conservation literature is concerned, finally have their own manual. It is a fine piece of work, demonstrating what can be accomplished by the coalition of an informed author, a circle of committed colleagues and a concerned organization. This volume complements other SAA manuals on security, surveys, exhibits and reprography.

How does it compare to the typical librarians' manual? A few differences strike the reader immediately. First of all, it has very little to say about books, aside from scrapbooks and photograph albums. Second, the chapter on storage is mainly concerned with file folders, boxes, rolled maps and other oversized records, and photographs and audio-visual materials. Third and last, the treatments described include some rarely if ever found in librarians' handbooks: relaxing and flattening documents such as folded letters, and examining and removing framed materials under glass. But the differences add up to more than an emphasis on paper items as opposed to books. The whole structure and mission of an archives, and their implications for conservation, are acknowledged throughout.

The chapter entitled "Integrating Conservation and Archival Administration" is tailor-made for archivists. Conservation is seen as a necessary aspect of every activity (at least those at the lower administrative levels) in an archival repository; every archivist is seen as an advocate and practitioner of conservation, ideally. Ways of implementing this approach are spelled out in a low-key but uncompromising way, though allowances are made for specific necessary compromise under adverse conditions. There are no counsels of perfection.

The tone of the book throughout is firm and explicit about the basic facts and principles, which in some ways are the hardest of all to set forth clearly and accurately. It makes the necessary information clear without relying on any of the short-cut approaches so common in conservation manuals, and worse in some than in others: those of the cut-and-dried cookbook, the 29-page "comprehensive" primer, the inspirational message that is short on facts, and the pseudoscientific statement of problem and solution.

Accuracy in historic/technical introductions for this type of book is always hard to achieve, for some reason. This book is more accurate than most, but it still leaves something to be desired. The main part of the book, on the other hand, is remarkably judicious and error-free.

The section on exhibition practices (p. 60-62) illustrates some of this book's strengths. Although exhibitions often provide occasion for conflict between conservator and curator, and many conservators feel quite strongly about exhibition practices in their institutions, the author does not become rhetorical or dogmatic. She resolves classical dilemmas by making clear statements of strategic policy.

> "The archivist or curator must serve as the conduit between the public outreach needs of an exhibition and the physical requirements of the collections. In some instances, the responsibility of acting as the advocate or caretaker of the collections will necessitate refusing to have an item displayed on the basis of its value or uniqueness, its sensitive physical condition, or because of unacceptable security provisions. Further, the advocacy role played on behalf of collections may sometimes bring the archivist into conflict with other institutional staff, administrators, or other institutional goals. An ongoing process of education is required; in this regard it may be useful to prepare an exhibit manual or list of guidelines as helpful ammunition. Not all battles will be won, and some compromises will have to be made."

This passage makes it clear that the curator is the conservator, or the one carrying out preservation functions, and that patience, persistence and the long view are useful advantages.

Chapters are headed:

Definition of Conservation
Conservation Philosophy
Nature of Archival Materials
Causes of Deterioration
Creating a Suitable Environment
Storage of Archival Materials
Integrating Conservation and Archival Administration
Implementing a Conservation Program
Conservation Survey
Conservation Treatments
Setting up a Preservation Workshop

Photographic methods like microfilming and copying of negatives, which normally form an important part of an archives' preservation program, are not covered except in the context of a reference service for researchers.

Almost half the book is made up of appendices, most of which are helpful lists of things, but which also include instructions for 12 basic conservation procedures, with drawings. There is an unexpected but good appendix on "Evaluating the Conservation Literature."

The organization of material and the illustrations are good, and the book has been carefully edited and proofread. There is only one major flaw in this book: the lack of an index. This flaw should be corrected before the next edition appears, out of consideration for the people who, in the meantime, may be using the book as their daily guide.

Reviewed by Ellen McCrady

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NEWS AND NOTES

The summer 1983 issue of *Picturescope* contains a note on "Daguerreotype Display" by M. Susan Barger, R. Messier and William B. White, pp. 57-58, which provides helpful information on how these photographic images can be displayed causing as little damage as possible.

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The International Bulletin for Photographic Documentation of the Visual Arts has grown from a newsletter for visual resources curators to the well produced quarterly journal of the Visual Resources Association, which was founded a year ago. Of special interest in the current issue, December 1983 (10:4) is an analysis of black-and-white transparency films currently on the market, by Pat Young in his "Technical Information: Ask the Photographer" column, pp. 12-13, and Christine Sundt's conservation column which deals with slide binding machines, pp. 15-16. A subscription is $10, which includes membership in the Visual Resources Association; send to Nancy Schuller, Treasurer, Department of Art, University of Texas, Austin, TX 78712.

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The Audiovisual Loan Program, Office of Museum Programs, Smithsonian Institution, 2253 A&I Building, Washington, DC 20560, has issued an attractive catalogue, "Audiovisual Programs for Museums: Conservation, Education, Folklife," with information about their productions which are available for sale or for loan. There are excellent materials available on paper, archives and books, as well as other media.

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PhotographiConservation, the newsletter issued by the College of Graphic Arts and Photography, Rochester Institute of Technology, is delayed in production. The next issue is due shortly and subscriptions will not expire until all promised issues are published.

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The American Association of Museums, 1055 Thomas Jefferson Street, NW, Washington, DC 20007, has just issued its 1984 list of publications, which is free upon request. Of special interest to archivists are *Energy Management for Museums and Historical Societies*, edited by Robert Matthai, $8.00; *Museum Security*, by Robert G. Tillotson, $15.00; and *Museum Security Survey*, edited by Diana D. Menkes. $10.00. The AAM "Museum News" reprint series has reissued a number of important articles on conservation matters. A packet, "The Essentials of Conservation," includes the best of these and is available for $7.25. They are important reading for archivists.

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The December 1983 issue of *Security Systems Administration* (12:12) contains its "Manufacturers Trade-Wide Reference," a listing of major manufacturers of security-related equipment, which is arranged by subject. It is a useful list to keep on hand.

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The Annual Report of the Librarian of Congress, 1982, reports that several new programs were inaugurated under the guidance of the Collections Development Office to improve the preservation of the Library's general book collections. Of particular note is the special "rebind" project. Books that have been removed from the collections for rebinding are now regularly scrutinized by rare book and art specialists to identify unusual items which should be rebound with special care. Included are books with

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artistically significant covers, volumes with interesting or important autographs and bookplates, and books and pamphlets of sufficient bibliographic significance to warrant the retention of the signature blocks in original form.

[Taken from *AB Bookman's Weekly*, January 16, 1984.]

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A method of preserving paper was patented for the Library of Congress. The process is described specifically as a method of improving and stabilizing the brightness and strength of felted cellulosic sheet material by treatment with a borohydride solution, thereby retarding deterioration, color formation and embrittlement. Patent 4,401,810 was granted Licia C. Tang of the Library of Congress staff and Margaret A. Troyer, a former staff member who is now with the Bureau of Engraving and Printing. To get a copy of the patent, send the number and $1 to the Patent and Trademark Office, Washington, DC 20231.

[From *The New York Times*, September 3, 1983.]

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The Spring 1983 issue of the *Journal of the American Institute for Conservation* (22:2) has several technical articles of special interest: "Water-stained Cellulosics: A Literature Review," by J.K. Hutchins; "Leaf Casting on the Suction Table, " by Robert Futernick; and "Trays for Lining and Partitioning Wooden Storage Drawers," by Randall Couch and Mihaly Turbucz.

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The December issue of *The New Library Scene* (2:6, 1983) has reprinted "Racing to Save Decaying Books," a good general article which originally appeared in the Boston *Globe*. Those with book collections will also be interested in Werner Rebasman's article, "Binding Quality: LBI's Ultimate Goal," pp. 13-15, which discusses the Library Binding Institute's standards for library binding.

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A thoughtful and important talk, "Book Production Quality: A Librarian's View; or, the Self-Destructing Library," given by Paul H. Mosher of Stanford University Libraries at the American Library Association's annual convention in 1983 has been published in *Library Resources and Technical Services*, 28:1 (Jan.-Mar. 1984), pp. 15-19. "Staggering," is the impact of badly produced, disintegrating books, claims Mosher, yet this is the legacy of the past century. He discusses the interim report on book paper issued by the Council on Library Resources Committee on Production Guidelines, and he urges that we have such guidelines. If we do not, it is libraries and archives that will bear the financial burden of the preservation of these materials.

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The American Association for State and Local History (AASLH) now has a consultant service for the care and conservation of collections. Eligible to apply are museums and historical agencies having active collection programs and needing general assistance with collections care or specific advice on conservation problems. Applicants must have exhausted other sources of assistance and have budgetary circumstances that prevent bringing in experts of the caliber needed to solve the particular problems. Consultants will advise on general collection care problems, such as conservation, preventive maintenance, collections management, storage and environmental controls. Following the consultation, a written report summarizing recommendations will be submitted to the institution and to AASLH. Cost depends upon the institution's size. For more information, contact AASLH, 708 Berry Road, Nashville, TN 37204.

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The Book Preservation Center, New York Botanical Garden, offers a self-teaching kit on preservation enclosures, which are of special interest to archivists. Written and illustrated instructions clearly demonstrate how to assemble the pre-cut parts of seven enclosure models. Some enclosures are very simple and serve best as temporary holding devices. Others are considered more permanent. All provide easy access to the enclosed items and good protection from light, dust and handling. Material samples and sources where to obtain them are included. With the kit on hand, workers with no previous training in conservation will be able to visualize the steps and produce enclosures after investigating and manipulating the models. Manual dexterity, however, is a requisite for successful end results. The kit has been hand produced by the Book Preservation Center in a limited edition of 75. Each set sells for $40.00. Order from the Center, New York Botanical Garden, Bronx, NY 10458.

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The Research Libraries Group (RLG) Public Services Committee reiterated at their meeting in January that libraries should never ask to borrow pre-1700 imprints and that rare or fragile materials that are borrowed should not circulate, but should be restricted to in-house library use under supervision in a secure area such as the rare book room. The RLG Preservation Committee will welcome comments regarding this new policy for research library collections. Comments sent to the editor will be forwarded to the committee.

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Architectural Records in Boston, A Guide to Architectural Research in Boston, Cambridge, and Vicinity, edited by Nancy Carlson Schrock, has recently been published by Garland Press (ISBN 0-8240-9126-4; LC82-49259; $35.00). The book is the end result of a project undertaken by the Massachusetts Committee

for the Preservation of Architectural Records (COPAR). It is richest in information about Massachusetts architects and their work. MassCOPAR, under the able direction of Schrock, has not only seen to the preservation of much valuable primary resource material, but has also produced a tool that makes this material available to researchers. May other state COPARs do likewise.

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The Rochester Institute of Technology Library has obtained an outstanding collection of over 1200 books and other materials on bookbinding collected by Bernard C. Middleton, a leading British bookbinder. The majority of books are histories of bookbinding and biographies of famous binders, but the collection also contains pictures, bookbinding tickets and pamphlets. The Frank M. Barnard Foundation, Boston, has pledged $150,000 in endowment funding to maintain the collection.

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SUPPLIES AND SUPPLIERS

University Products, Inc., P.O. Box 870, Holyoke, MA 01041, has issued a new 72-page color catalogue with an expanded selection of materials for photographic preservation, exhibition, and archival storage. University Products offers a full range of archival boxes, acid-free papers, encapsulation materials, mounting boards, envelopes, folders and related conservation materials.

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Process Materials Corporation has expanded its line of acid-free and lignin-free bristols and boards for book and library conservation. The company has also announced a new heat-activated adhesive tissue and paper honeycomb support panels which are completely acid-free. For information and prices write to 301 Veterans Blvd., Rutherford, NJ 07070.

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Bookmakers, supplier of binding and repair equipment, has moved to a new room in the same building. It is now located in Room 502, 2025 Eye Street, NW, Washington, DC 20006.

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CALENDAR OF FORTHCOMING MEETINGS

April 30-May2: Rochester, NY. "Care and Management of Photographic Collections." Sessions held at George Eastman House and Visual Studies Workshop in collaboration with the Northeast Document Conservation Center. Contact: Susan Mahoney, Coordinator, Museum Workshop Program, Department of Public Education, The Metropolitan seum of Art, New York, NY 10028.

May 14-15: Wilmington, DE. "Premises Survey and Security Planning," presented by the University of Delaware Division of Continuing Education. Fee $385. Contact: Jacob Haber, University of Delaware, 2800 Pennsylvania Avenue, Wilmington, DE 19806.

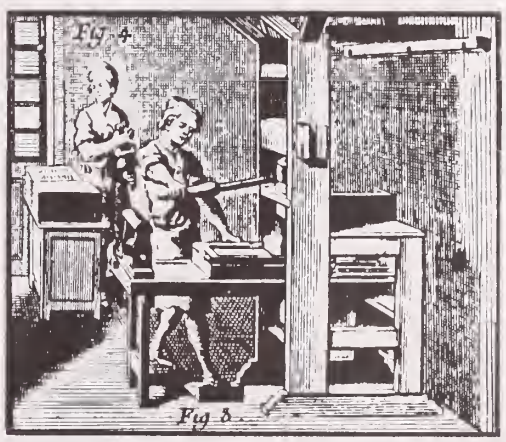
May 14-16: Albany, NY. "Document Conservation Administration Workshop: Libraries." Introduction to conservation management for library administrators: planning, needs assessment, collection maintenance, treatment programs. Contact: Christine Ward, New York State Archives, Room 11D40, Cultural Education Center, Albany, NY 12230. (This program will be repeated November 5-7, 1984.)

May 21-23: New York City. "Insurance and Risk Management for Museums and Historical Societies." Museum staff and insurance professionals will cover museum insurance and risk management. Topics will include liability arising out of all museum operations, insurance, bonds, and risk management, including self-insurance, loss prevention and machinery and boiler insurance. Fee $75; $200 for out of state participants. Contact: Susan Mahoney, Coordinator, Museum Workshop Program, Department of Public Education, The Metropolitan Museum of Art, New York, NY 10028.

Summer, 1984: New York City. Center for Book Arts Summer Session, including "Boxmaking," June 11-15; and "Introduction to Book and Paper Restoration," July 9-13.

June 24-29: Harpers Ferry, WV. "Recent Developments in Leather Conservation," sponsored by the American Institute for Conservation. Fee $200; limited to 15 practicing conservators. Contact: Toby Raphael, Harpers Ferry Center, National Park Service, Harpers Ferry, WV.

- Susan G. Swartzburg



NEDCC TO PRODUCE MANUAL ON COPYING PHOTOGRAPHIC NEGATIVES

The Northeast Document Conservation Center (NEDCC) has received a grant of $57,936 from the National Endowment for the Humanities to produce a manual on copying collections of photographic negatives. Given the many ways in which photographs deteriorate - especially large numbers of glass plate and nitrate negatives dating between 1880 and 1940 - copying plays an integral role in the preservation of most collections. To decide when, how, and why to reproduce them, however, requires much technical data that are not readily available. This project will meet that need in part by testing for the first time the ability of many different films to reproduce early negatives. The results will be incorporated into a practical manual - a sort of "cookbook of copy methods" - which can assist administrators and curators in evaluating the options available for copying their collections.

The project staff will combine photographic conservators, technicians, and curators from both the Center and several major repositories of photographic materials. Andrew Raymond, assistant director for photoduplication services at NEDCC, will coordinate the project, working closely with staff members Robert Alter and Gary Albright. Many others who helped to develop the project will also participate in the work, including Alan Newman, Museum of Fine Arts, Boston; Daniel Jones, Peabody Museum, Harvard University; Andrew Eskind, Eastman House, Rochester, NY; Nancy Malan, National Archives; Mike Kennedy, Sanders Associates, Nashua, NH; and Rick Mitchell, Rutgers University. NEDCC also expects to consult with other specialists during the course of the eighteen-month project.

Founded in 1973, the NEDCC is a non-profit, regional conservation center specializing in the conservation of library and archival materials. In recent years museums, libraries, and other repositories have contracted with NEDCC to copy nearly 100,000 photographs. At present, the Photoduplication Department is printing a major collection of nitrate negatives for the Frederick Law Olmsted National Historic Site in Brookline, MA. Other photographic services at NEDCC include microfilms, slides and enlargements and contact prints. For further information contact Andrew Raymond, NEDCC, Abbot Hall, School Street, Andover, MA 01810. Telephone (617) 470-1010.

DEPRESSION ERA DOCUMENTS AVAILABLE

In the January-February 1984 issue of *The Genealogical Helper*, Janice Mendenhall Regenstein reports that potentially valuable documents are now being stored by the Office of the Comptroller of the Currency (OCC), Department of the Treasury in Washington, DC. They are the remaining contents of safe deposit boxes that were located in National Banks which became insolvent during the late 1920's and 1930's. When these banks failed during the Depression, the contents of the safe deposit boxes passed into receivers' hands. These receivers were usually members of the community, such as lawyers or bankers. They posted notices on the closed bank and in the newspaper for depositors to claim their property. But, for whatever variety of reasons, some of the contents were never claimed. The unclaimed property was shipped to the OCC in Washington.

The materials consist primarily of the types of items generally kept in a safe deposit box. The vast majority of this unclaimed property is paper, but there are also assorted other objects that may have sentimental, historic, or intrinsic value ranging from coins, jewelry and certificates to genealogical charts and legal documents.

On June 29, 1983, the OCC published in the *Federal Register* the instructions for filing a claim for the property, as well as a listing of the 23,000 individuals and organizations which were named on the records of the receivers as the last known owners of the unclaimed property or in whose names the property was held by the bank. Any person, organization, or state may file a claim for some of the unclaimed property. OCC claim forms may be obtained from the Office of the Comptroller of the Currency, 490 L'Enfant Plaza East, SW, Washington, DC 20219. The phone number is (202) 287-4475. Repositories and individuals should file claims soon as the materials are scheduled for destruction in June. Further information and instructions are available in the *Federal Register*, vol. 48, no. 126 (June 29, 1983), p. 30006 or from Janice Mendenhall Regenstein, 4290 Raintree Lane, Atlanta, GA 30327.

STATE AND LOCAL NEWS

DELAWARE

Delaware recently received a $10,950 award from the NHPRC to conduct a state-wide assessment project during 1984. It will cover both archives and records-management programs and will be concerned with four records areas: state records; local records; private historical repositories; and state-wide services and functions. The state historical records advisory board, with the assistance of the Bureau of Archives and Records Management, will investigate each area. Aid will be solicited from other professionals and interested individuals, and each records area will be handled by a separately constituted task force chaired by a board member. The work of the task forces and the draft project report will be given the widest possible publicity, including at least one meeting to the general public.

MARYLAND

The Baltimore Area Conservation Group, formed in 1980, is a network of archivists, curators, book and paper conservators, and others interested in paper preservation. The Group sponsors quarterly meetings, workshops, an annual bibliography project, and a quarterly newsletter, *Deckled Edge*. Individual memberships are $5/year; full-time students with i.d., $2/year; institutional subscriptions, $5/year. For more information, contact: Karen Stuart, Treasurer, Baltimore Area Conservation Group, 17 Hogarth Circle, Apt. I, Cockeysville, MD 21030.

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During Maryland's 350th Anniversary year, the Maryland Hall of Records is conducting a survey of historical records and manuscripts throughout the state. The survey will be used to compile a directory of institutions and their collections of historical documents.

The survey is the first step in a project to assess the conditions of historical records and to plan for their preservation in the future. Regional meetings will be held later in the year to discuss the needs of institutions in different areas of Maryland. A final report will be published at the end of the year.

The historic records assessment and reporting project, funded by a grant from the National Historical Publications and Records Commission, will be coordinated by the State Historical Records Advisory Board.

For future announcements of survey activities or additional information please contact Stephen Cooper, Project Coordinator, Maryland Hall of Records, P.O. Box 828, Anapolis, MD 21404; (301) 269-3914.

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THEFT AT UNIVERSITY OF MARYLAND

On September 23, 1983, a number of books were discovered missing from McKeldin Library, University of Maryland College Park, and police were contacted. In accordance with procedures established by the Antiquarian Booksellers Association of America and the Rare Books and Manuscripts Section of the American Library Association, an advertisement alerting antiquarian and out-of-print booksellers to the missing books was placed in the "Missing Books" section of *AB Bookman's Weekly*, a publication read by antiquarian and out-of-print booksellers.

In January 1984, members of the daily newspaper press contacted University of Maryland Libraries officials subsequent to the appearance of the "Missing Books" advertisement in *AB Bookman's Weekly*. Libraries officials cautioned reporters that, according to guidelines established by the Antiquarian Booksellers Association of America and the Rare Books and Manuscripts Section of the American Library Association, libraries discovering that books are missing are advised not to contact the press or do anything that might result in publicity. Many stolen books and manuscripts have been thrown away or destroyed by thieves who read of their theft being discovered before having the chance to try to sell them. Moreover, if the thief is a kleptomaniac and has stolen not to resell but just to posess, then publicity may create a situation where he is never caught and the material never recovered.

Nevertheless, the morning edition of the Baltimore *Sun* printed a prominent article about the theft on January 26, 1984, which was the basis of a national wire service dispatch and wider publicity. The Baltimore *Sun* article contained a number of inaccuracies.

No manuscripts were involved in the theft. The matter continues under investigation by University of Maryland police and the FBI.

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GENEALOGY CONFERENCE

Well-known Maryland genealogist, Raymond B. Clark, Jr., editor of *The Maryland and Delaware Genealogist* for the past 24 years, will serve as keynote speaker at the sixth annual Genealogy Conference, sponsored by the Lancaster Mennonite Historical Society, 2215 Millstream Road, Lancaster, PA on Saturday, March 31, 1984.

Open to the public, more than twenty sessions of registrants' choice will convene on the campus of Lancaster Mennonite High School.

The registration fee is $15 for Society members and $20 for non-members. A more detailed program plus registration, lodging, and meals information is available from David J. Smucker, 2215 Millstream Road, Lancaster, PA 17602; telephone (717) 393-9745.

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THE FOUNDING OF THE COLONY: A VIEW FROM THE NINETEENTH CENTURY

The Archives of the Peabody Institute and the George Peabody Collection of The Johns Hopkins University are sponsoring a symposium and exhibition titled *"The Founding of the Colony: A View from the Nineteenth Century."*

The program, funded by a grant from the Maryland Committee for the Humanities, celebrates the 350th anniversary of the founding of the Maryland colony. In addition to providing insight into the early years of Maryland's history, it will also examine how the study of history developed as an emerging discipline just one hundred years ago.

The symposium will be held at 3 pm on Sunday afternoon, April 29th at the George Peabody Collection, 17 East Mount Vernon Place, Baltimore, MD. Edward Papenfuse, Archivist and Commissioner of Land Patents for the State of Maryland, will speak on "The Gentleman-Historian;" John Higham, John Martin Vincent Professor of History at The Johns Hopkins University, will speak on "The Uses of the Colony: The Professional Historian."

An exhibition of significant historical artifacts, including rare maps, books, and manuscripts, drawn from the rich resources of the George Peabody Collection and the Archives of the Peabody Institute, will open at the symposium and will remain on display throughout the summer. The exhibition will also highlight the growing interest in genealogy during the latter half of the nineteenth century, a period when modern standards for genealogical research and documentation were being established.

Premiering at the symposium will be a slide/tape presentation on the founding of the colony. The slide/tape program will be available through interlibrary loan during the anniversary year.

The symposium and exhibition are open to the public without charge. For further information, please contact the Peabody Library at (301) 659-8179.

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NEW JERSEY

The New Jersey State Historical Records Advisory Board has issued the final report of the New Jersey Statewide Records Assessment and Reporting Project. Funded by the NHPRC as part of a nationwide program, the project surveyed the status of archives and records management in New Jersey's public and private institutions. Determinations were made of what problems and needs exist in New Jersey and proposals were made for solving them. The report describes in detail the project's methodology and findings together with recommendations for improvement in each subject area. For further information, please contact William C. Wright, Division of Archives and Records Management, Department of State, 2300 Stuyvesant Avenue, LN 307, Trenton, NJ 08625; telephone (609) 292-4756.

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At a Rutgers University conference on Public Responsibility for Educational Success, David Carr, Associate Professor in the Graduate School of Education at Rutgers, presented a paper entitled "Cultural Institutions and the Schools." Dr. Carr's study described as "exemplary" several programs of The New Jersey Historical Society, including the Program to Advance Scholarship and Teaching (PAST). Created in 1980, PAST is designed to promote undergraduate research in historical manuscript collections. No similar program exists anywhere else in the United States. PAST therefore constitutes a unique approach to instruction in research methods and to the improvement of writing and analytical skills.

Over the last four years PAST has become an important element in the course requirements for various college history departments throughout New Jersey. Accordingly, it has become an important service of the historical society's library. Last year, 264 undergraduates, approximately half of all manuscript researchers at The New Jersey Historical Society were college students.

Information concerning PAST is available from the library of The New Jersey Historical Society, 230 Broadway, Newark, NJ 07104.

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NEW YORK

EIGHT MILES HIGH

The Albany, NY County Hall of Records has begun publishing a newsletter, *Eight Miles High*. The Hall of Records' basic planning tool is the survey of all records held by city and county agencies which, piled up foot upon foot, would be a stack over 8 miles high - hence the name for the newsletter. *Eight Miles High* will inform client agencies of progress in managing local government records and of new trends in records management. For further information, please contact the Albany County Hall of Records, Office of the County Clerk, 27 Western Avenue, Albany, NY 12203.

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The Albany County Hall of Records and the State University of New York at Albany School of Library and Information Science are offering a workshop on records management on April 13, 1984. For further information contact the Albany County Hall of Records.

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LEGISLATION PROPROSED FOR STATEWIDE ARCHIVES PROGRAMS IN NEW YORK

Two major archival program initiatives are under consideration by the New York State Legislature based on proposals submitted by the State Education Department, the parent agency for the State Archives. The Governor's new Executive Budget also requests additional support for the State Archives.

Regional Assistance Program:

This legislation would authorize the Commissioner of Education to contract with regional sponsors throughout the state to employ a professional archivist to provide advice and assistance to local governments and to non-government historical records repositories in the region, to foster cooperation among such programs, and to increase public awareness of the importance of historical records and the need to support historical records programs. The regional system would be developed over a three year period, beginning with three regions in the first year and expanding to nine regions covering the entire state by the end of the third year. The New York State Archives would provide coordination and assistance for the regional system. The starting salary level requested for the regional archivists is $22,100.

Statewide Historical Records Survey:

This legislation would provide state funding to continue the statewide survey of the holdings of historical records repositories that has already been completed for forty upstate counties during the past several years. The survey project, administered from the Historical Resources Center at Cornell University, has been supported to date largely by funds from NHPRC and Cornell. Repositories in New York City, Long Island, and the Hudson River Valley remain to be surveyed. Although the National Endowment for the Humanities has offered nearly $300,000 in matching funds for surveying New York City, the survey project is likely to come to an end in July 1984 unless the legislation proposed by the State Education Department is approved. This legislation would provide $155,000 in the first year to continue the project. The legislation has the strong support of the archives, library, and historical communities in New York.

Executive Budget:

The budget request sent to the Legislature by Governor Mario Cuomo in January also recommends three additional employees for the New York State Archives for work on State government records. If approved by the Legislature, the Governor's budget would provide for one permanent archivist (salary range $17,700 to $21,200) to assist in appraisal of legislative and judicial records and two archivists (salary range $27,800 to $32,100 and $22,100 to 26,200) for a multi-year project to analyze and develop programs for archival records in State government that exist in machine-readable, micrographics, and audio-visual records systems.

For further information, please contact Larry J. Hackman, Office of Cultural Education, New York State Education Department, 10A46 Cultural Education Center, Albany, NY 12230; telephone (518) 474-1195.

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RECORDS MANAGEMENT AT J. WALTER THOMPSON

The J. Walter Thompson Company Archives has assumed responsibility for the Company's records management program. Over the past fourteen months the Archives' staff has surveyed some 8,000 cartons of Company records stored in a warehouse. They scheduled for immediate destruction more than half the boxes, but did find over 200 cartons containing archival materials that have subsequently been transferred to the Archives and accessioned. The inaugural display for the Archives' exhibit area features some of these "finds": advertising photographs by Edward Steichen and Baron DeMeyer (1930's); scripts of radio programs (1930's); new business presentations (1920's-1970's); financial statements (1918-1956); candid photographs of James Walter Thompson (1890's); press clippings (1970's); and newsletters from international offices (1960's).

Please call Cynthia Swank at (212) 210-7123 if you have advice or questions about the implementation of a records management program by a small archives.

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WEST VIRGINIA

West Virginia MARAC members are hoping the 1984 State Legislature will increase their budgets and give much needed pay raises to the state employees. The Governor put a three per cent freeze on state agencies last summer and this freeze has not been removed.

The Caucus is small but we happily added three new members in November.

REFERENCE SHELF

1910 CENSUS NOW AVAILABLE FOR RENTAL

The recent addition of the 1910 census schedules and soundex to the reinstated census microfilm rental program has been announced by the DDD Company of Landover, MD. Patrons can place an order through a local library or participating genealogical or historical association. These orders are consolidated at the library or participating association and mailed to the DDD Processing Center in Hyattsville, MD. The film is delivered to the library or association where it can be viewed by the patron and is then returned to the processing center where it is inspected and placed back in inventory for recirculation. The basic 7-day rental for both the 35mm and 16mm (schedules and soundex) is $2.25. The computerized rental program is designed for prompt shipment when the film is available and systematic scheduling when multiple orders accumulate, with no customer having to wait more than 60 days to receive a film.

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APPEALS COURT DECISION ON FBI APPRAISAL

On September 30 the Court of Appeals for the District of Columbia Circuit handed down the latest decision related to the NARS task force appraisal of FBI records. NARS and the Department of Justice had challenged the standing, or right to be in court, of the plaintiffs in the case, *American Friends Service Committee, et al v. William H. Webster, et al.* The Court was also asked to decide on the question of NARS access to materials relating to grand juries, tax records, and electronic surveillance during the appraisal of the FBI records.

In its decision the Court held that the plaintiffs did have standing in the federal court. The Court also ruled that NARS has authority to inspect records in the appraisal process, but only with the consent of agency heads or the President of the United States. The Court did state the 1977 NARS appraisal of FBI records was not "arbitrary and capricious" and that the major question in the retention of FBI records was residual legal rights in the records for American citizens.

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Peru: Contribution to the Development of Information Infrastructures by Vincenta Cortés Alonso. UNESCO Technical Report - pp./1979-80/5/10, 1/03. Paris, 1982.

This report covers the recommendations of this consultant and then gives a long and extensive background for the National Archives System describing the legal and administrative situation, the various archival centers, documentary holdings, archives personnel (including grading and categories), training and selection and services provided by archives. A very full section of appendices gives the administrative chart for the National Archives System, information found in series descriptions, a map of departmental archives, holdings of the Archivo General de la Nacion, holdings of Departmental Archives, grades of archives personnel, comparative tables of salaries, growth of the Ministeries, a diagram of the Intermediate Archives building, working meetings held during the 1980 session, a summary of the 1980 seminar program, the proposal for the Intermediate Archives and a description of the document transfer system. The report gives a good idea of the situation of Archives in Peru.

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Writings on Archives published by and with the Assistance of UNESCO: A RAMP Study by Frank B. Evans. UNESCO PGI - 83/WS/5, Paris, 1983.

This report is a bibliography of articles dealing with current and semi-current records and manuscripts. It includes monographs, special studies, journal articles, mission reports, and documents in UNESCO's working series. Arrangement is chronological by year of publication and then alphabetical by author. There is a subject and author index.

These and other reports of the UNESCO RAMP program may be obtained by writing General Information Programme, 7 Place de Fontenoy, 75007, Paris, France.

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Michael Kohl, *Management of Municipal Tape Recordings.* International Institute of Municipal Clerks, Technical Bulletin #20. 160 North Altadena Drive, Pasadena, CA 91107.

This is a very interesting and useful brochure for archives in the position of receiving tapes as official records. Kohl goes through procedures for recording, indexing, storage, access, transfer, series description and archives reference and preservation procedures including reference and duplication, inventory and criteria for appraisal.

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Byte Magazine, the small systems journal. P.O. Box 328, Hancock, NH 03449; $21.00/yr.

Byte is mainly a magazine of advertisements for small and personal computer hardware and software. Each issue is devoted to a topic, new chips, portable computers, and so on. The articles are quite technical and for the most part above the grasp of the neophyte. The ads are very helpful, and over a period of months, a good introduction to the field. Some of the regular columns include letters, events, books received, software received, unclassified ads, a manufacturer index, and reader service cards to send away for product information.

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New York State Historical Records Advisory Board, *Toward a Usable Past: Historical Records in the Empire State.* Albany, NY, State Archives, 1984. 74pp, free.

This volume is a report to the Governor and the citizens of New York on the findings of a year-and-a-half investigation of historical records programs in the state. It assesses the strengths and weaknesses of historical records programs in state and local government, nongovernmental organizations, libraries, historical societies and other repositories. For each aspect of the investigation, the report analyzes the factors underlying present deficiences, and makes specific recommendations for dealing with them.

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Lincoln, Alan Jay. *Crime in the Library: A Study of Patterns, Impact, and Security.* New York: R.R. Bowker Company, March 1984. 89 pp; $26.95.

In this three-year study of crime patterns in public libraries, Lincoln found the library now shares its image as a quiet, comfortable, and safe place with the reality of theft, vandalism, and disruption. An Associate Professor of Law and Justice at the University of Lowell and Director of the Center for Study of Crime in Public Places, Lincoln is qualified to educate library staffs in this vital area not covered in typical library school curricula.

Crime in the Library covers four key areas: theft (of books, materials, equipment and personal property), vandalism, robberies and assaults (on staff and patrons), and problem patron behavior. Lincoln integrates criminology, sociology, and "victimology" in an interdisciplinary approach to help the reader understand the issues and take steps to prevent or minimize the effects. The book has numerous tables and checklists on crime categories, frequencies, and state and national patterns. It also includes data on the impact and success of security measures in use. A "security checklist" is provided.

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NEW PUBLICATIONS

Jean E. Dryden, *Images in Time. A Basic Guide to the Processing and Preservation of Historical Photographs.* Alberta, Canada: ACCESS, Alberta Educational Communications Corporation, 1982. 56 p.; $9.75.

Maggie Graham-Bell, *Preventative Conservation: A Manual.* Edited by Margaret Meikle. Victoria, British Columbia Museums Association, 1983. 76 p.; $6.00.

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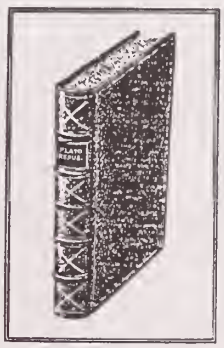
A new periodical, *Facilities Design and Management*, is being published. The vol. 2, no. 9 (Nov/Dec 1983) issue features an article entitled, "BIFMA Tests Stress File Safety and Durability" by Pat Lyons. The article discusses the safety standards and testing procedures relating to file cabinets by the Business and Institutional Furniture Manufacturers' Association and the American National Standards Institute. *Facilities Design and Management* is available free of charge to those who design and plan office facilities. Back issues are $4 each. For further information, contact the Circulation Department, Room 930, 1501 Broadway, New York, NY 10036.



UNITED NEGRO COLLEGE FUND ARCHIVES ON MICROFICHE

University Microfilms International has recently released *The UNCF Archives on Microfiche.* It includes 350,000 pages of documents, most of which are dated 1944-65. News releases and campaign publications date through the present. The sale price of the collection is $8,000.

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WHITE HOUSE HISTORY

Edited by historian and author William Seale, the first issue of *White House History* has been published. The new journal contains numerous articles and illustrations of the White House and its occupants and for the first time since its original publication in 1865 Paul Jennings' memoir is reprinted in its entirety. Jennings was a slave at the White House, the servant of James and Dolley Madison, and during the 1840s Daniel Webster bought him his freedom. To complement the memoir, a narrative of Jennings' life and world has been written by Professor G. Franklin Edwards and his colleague Professor Michael R. Winston, both of Harvard University.

Volume 1, number 1 of the journal *White House History* is available through the White House Historical Association, 740 Jackson Place, NW, Washington, DC 20506. The cost is $6, postage included.

Review copies of the journal are available to review media and editors of historical publications and newsletters. Free examination copies are available upon request to libraries.

We are saddened to report the death of Marjorie Cramer on December 15, 1983. A long-time volunteer at the Atlantic County, NJ Historical Society, Marge was particularily interested in finding aids for manuscripts and archives and in paper conservation. The indexes and other finding aids she created are prevalent throughout the collections at the historical society. An active MARAC member since 1974, Marge and her husband Frederic Cramer have attended nearly every conference and served on the local arrangements committee for the Spring 1977 meeting in Atlantic City. She was also a very active member of the Genealogical Society of New Jersey. Marge's warmth and enthusiasm will be remembered by all who knew her. MARAC has lost a good friend and colleague and extends condolences and best wishes to Fred Cramer.

PEOPLE

CHARLOTTE B. BROWN has been appointed archivist at Franklin and Marshall College, Lancaster, PA. She was formerly acting head of the Archives and Manuscripts Department, University of Maryland.

GEORGE ROLLIE ADAMS, Assistant Director for Planning and Development for the American Association for State and Local History has accepted the position of Director of the Buffalo and Erie County Historical Society.

ESTHER R. DYER has been named Manager of Archives and Information Services for Blue Cross and Blue Shield of Greater New York. Previously, she was on the faculty of the School of Communication, Information and Library Studies at Rutgers University.

SCOTT BOWKER has been named Assistant Archivist for Blue Cross/Blue Shield.

LINDA HENRY has left her position as Archivist for the American Psychiatric Association to join the staff of the National Archives.

Two new working groups have been created at the National Archives. The Archival Research and Evaluation staff is a technology assessment unit charged with monitoring research and development in new technologies and exploring ways of applying that technology to NARS activities. WILLIAM HOLMES, formerly of the Social Security Administration, is staff director and CHARLES DOLLAR is assistant director. Other staff members are CHARLES GELLERT, EDIE HEDLIN, and BILL HOOTON. The Documentation Standards staff was created to provide standards and guidance to federal agencies regarding the adequacy of the recorded documents they should create and preserve. PATRICIA ARONSSON is staff director. Other staff members are TOM BROWN and JOHN VERNON.

PETER J. PARKER, Chief of Manuscripts of the Historical Society of Pennsylvania and former MARAC Treasurer, has been named Acting Director of the Historical Society.

ROBERT W. ARNOLD III has been designated to serve on the State University of New York at Albany's Public History Advisory Committee during 1984-1986. Arnold is Executive Director of the Albany County Hall of Records and Director of Public Records for the City of Albany and was for many years Director of the City of Albany's Bureau for Historical Services. SUNY-ALBANY's Graduate Program in Public History is designed to train professional historians who will work as curators, researchers, and archivists in non-academic settings. The program builds on the Department of History's Master of Arts degree with a specialization in local or regional history to offer a Certificate of Advanced Study in Public History.

GREGORY S. HUNTER, Director of Archival Programs with the United Negro College Fund, Inc. and editor of MARAC's Technical Leaflet Series, has accepted a new position with International Telephone and Telegraph Corporation (ITT).

JACQUELINE GOGGIN, Manuscripts Division, Library of Congress, has been awarded a fellowship to support research on appraisal problems of modern historical documentation. The fellowship program, now in its second year, is funded by the Andrew W. Mellon Foundation and administered by the Bentley Historical Library, University of Michigan. Jackie will be one of seven fellows in residence in Ann Arbor for one to three months beginning in June 1984.

SUSAN R. FALB has been appointed Historian of the Federal Bureau of Investigation. She has taught American History and U.S. Constitutional History at several universities. Her most recent position was with the National Archives and Records Service where her responsibilities included working with records of the Department of Justice, the FBI, and the Watergate Special Prosecution Force.

BARBARA HEARN's friends will be happy to know that she is alive and well in her new career in Midway, DE.

DEBORAH NYGREN has taken a position with the Library of Congress as a cataloger for the National Union Catalog of Manuscript Collections.

LINDA EDGERLY, consultant, has moved. The new address: 370 Central Park West, New York, NY 10025.

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WALTER RUNDELL MEMORIAL

As a tribute to Walter Rundell, Jr., his family, friends, and colleagues are organizing a memorial fund. Monies from the fund will be awarded each year to a graduate student in the history department of the University of Maryland. Recipients will be selected on the basis of their ability, promise, and character and will be designated Rundell Scholars. The organizing committee hopes to raise enough to provide for a regular, substantial award. The first award will be made in the spring of 1984 at the annual Rundell Lecture sponsored by the University's history department.

Anyone intersted in contributing should contact the Rundell Memorial Fund Committee, c/o University of Maryland Foundation, Inc., The Elkins Building, 3300 Metzerott Road, Adelphia, MD 20783.

VIDEODISCS

The Massachusetts Institute of Technology and the Museum of Fine Arts in Boston have begun storing photographs and slides on videodiscs. The Library of Congress stores periodicals, newspapers, prints and maps on discs and hopes to have its first set of monitors by January 1984. A single disc, resembling a standard long-playing record, can hold up to 25,000 pages of text, and can be viewed on display terminals or turned into printouts.

GEORGIA'S OPEN-ENDED APPROACH

The Georgia State Records Center is trying a new approach to help make referencing its collections easier and quicker through the use of open-ended boxes for envelope and side-tab files. The Center recently received 3,000 cubic feet of records in these containers, on an experimental basis.

Most paperwork shipped to the Georgia State Records Center (or any other archives or records facility, for that matter) comes in regular file folders, with reference tabs on top. The records arrive in standard boxes, with flaps folded shut. When a state agency calls for a file, a Records Center employee pulls the appropriate box off its shelf, opens the flaps, scans the name tabs of folders, lifts out the needed file, shuts the flaps and reshelves the box. Upon refiling, the process is repeated in reverse.

Envelope files and open-end boxes, however, allow the employee to locate and pull the proper folder more quickly. The box does not leave its shelf. If the agencies now trying open-ended boxes are satisfied with them, at least 6,000 cubic feet of these containers will be coming to the Center each year. For further information please contact Dorothy Keegan, Georgia Department of Archives and History, 330 Capital Avenue, SE, Atlanta, GA 30334

PHOTOGRAPHIC CONSULTANT SERVICE

The Society of American Archivists is offering a photographic consultant service to assist archival institutions in evaluating photographic holdings, setting up appropriate arrangement and description systems, and developing use and access policies. Storage systems and basic preservation needs will also be reviewed. A limited number of consultations are available on a cost-sharing basis. To qualify, institutions must maintain holdings of documentary photographic materials and have at least one full-time archival staff member working a portion of his or her time with photographic holdings. This consultant service is part of SAA's Basic Archival Conservation Program partially funded by the National Endowment for the Humanities. For further information, please contact Mary Lynn Ritzenthaler, SAA, 600 South Federal, Suite 504, Chicago, IL 60605.

RARE BOOK LIBRARIANSHIP FOR ARCHIVISTS

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ARCHIVES FOR RARE BOOK LIBRARIANS

Rare Book School 1984
School of Library Service
Columbia University

In July and August, 1984, the Columbia University School of Library Service will offer various five-day non-credit courses on topics concerning rare books, archives, and special collections. Of particular interest to archivists are the following two courses:

Introduction to Rare Book Librarianship for Archivists. Overview of the theory and practice of rare book librarianship for persons whose training has been in archives, but whose duties now include the administration and care of rare book collections. Topics include: the physical description of books; the reference literature for the study of printed books; patterns of use in rare book libraries and other special collections; the interpretation of rare book collections to their publics. 16 - 20 July. Instructors: **John Parker** (Professor and Curator, James Ford Bell Library, University of Minnesota) and **Daniel Traister** (Curator for Special Collections, University of Pennsylvania).

Introduction to Archives for Special Collections Librarians. Overview of the theory and practice of archival work for persons whose training has centered on printed materials, but whose duties now include the administration and care of records. Topics include: the archival functions of acquisitions, appraisal, arrangement, description, reference, and preservation; administrative issues, including establishing policies and procedures, working within institutional structures, and the allocation of resources. 30 July - 3 August. Instructors: **David B Gracy II** (Director, Texas State Archives, and President of the Society of American Archivists) and **Linda Henry** (Archivist/Records Manager for the American Psychiatric Association).

Enrollment in each of these five-day, all-day courses will be limited to about 16 students. Tuition will be $350/course. Low-cost, air-conditioned housing will be available on campus for about $22/night. Eighteen other courses will be offered in Rare Book School 1984 on subjects ranging from **Type, Lettering & Calligraphy, 1450-1830** to **Microcomputers for Rare Book Libraries.** For further information about these courses and an application blank, write to Rare Book School, School of Library Service, Columbia University, New York, NY 10027.

LINCOLN EXHIBIT AT GETTYSBURG COLLEGE

The first major exhibition in this century of engravings and lithographs of Abraham Lincoln opened at Gettysburg College, Gettysburg, PA, on February 12, 1984, the 175th anniversary of his birth. "The Lincoln Image: Abraham Lincoln and the Popular Print" will be on display at Gettysburg College's Schmucker Hall Art Gallery through September 15, 1984. Funding was provided by the Lincoln National Life Foundation, the Pennsylvania Humanities Council, the Pennsylvania Council on the Arts, Gettysburg College, and Bethlehem Steel.

The exhibit is to be accompanied by the publication of *The Lincoln Image: Abraham Lincoln and the Popular Print* (Charles Scribner's Sons), a lavishly illustrated book on the subject authored by the organizers of the exhibition: Harold Holzer, director of public information WNET/13, New York; Gabor S. Boritt, director of the Civil War Institute, Gettysburg College; and Mark E. Neely, Jr., director of the Louis A. Warren Lincoln Library and Museum, Fort Wayne, Indiana.

The exhibition will assemble for the first time a representative selection of print portraits issued between the time of Lincoln's 1860 presidential nomination and the months following his assassination in 1865. During those five years, hundreds of engravings and lithographs of the sixteenth president were published. They were sold at print shops, bookstores, newspaper offices, through the mails, and by itinerant agents.

The exhibition will display some of the finest and most popular of Lincoln print portraits together with some of the rarest and least skillful. Several suffer from poor portraiture or grievous errors in their captions. Others are outright piracies or awkward composite scenes assembled quickly and haphazardly by shrewd printmakers to meet large public demand for Lincoln images during his campaigns and after his assassination. Among the printmakers represented will be the popular New York City lithography firm of Currier and Ives, the Sartain family of Philadelphia, and Louis Prang, the noted Boston lithographer.

Some of the highlights of the show will be: the first Lincoln print, one of only two surviving copies of the primitive likeness tossed from balconies to delegates attending the 1860 presidential convention; several depictions of Lincoln's ascent to heaven; portrayals of the very private Lincoln family; fanciful pictures of Lincoln with George Washington; and portraits of Lincoln as emancipator, candidate, and commander-in-chief. A major feature will be the inclusion of original Lincoln photographs on which prints were based, as well as one priceless painting from life that also served as the model for a print: an 1863 oil-on-canvas by Edward D. Marchant painted to celebrate the Emancipation Proclamation. The engraving it inspired will also be on display.

For further information, please contact Kelly Alsedek, Gettysburg College, Office of Public Relations, Gettysburg, PA 17325. Telephone (717) 334-3131 ex.418.

EMPLOYMENT OPPORTUNITIES

ARCHIVIST. Responsible for the operation of the College Archives within the Department of Special Collections and Archives in the Amherst College Library: supervises support staff; is responsible for all aspects of the deposit of administrative and academic records (including some records management functions); cares for all historical, biographical, and manuscript collections housed in the Archives; provides public services; is responsible for the Department of Special Collections and Archives in the absence of its head. Serves on the Archives Committee, which reports to the President of the College on matters of archival policy. Qualifications: At least two years experience in professional archival work, preferably in an academic institution; knowledge of historical research methods and archival techniques required; graduate degree or formal archival education, knowledge of conservation administration, and knowledge of computer applications highly desirable. Salary range $18,000-$20,000. TIAA/CREF and usual fringe benefits. Send resume and names of three references (not placement office files) by March 30, 1984, to Willis E. Bridegam, Librarian, Amherst College, Amherst, MA 01002. EOE, AA, M/F/H.

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SPECIAL COLLECTIONS TECHNICAL SERVICES COORDINATOR: University of Georgia Libraries. SEARCH REOPENED (Salary minimum $18,000) The Special Collections Division comprises Rare Books and Manuscripts, Georgia Collection, Richard B. Russell Memorial Library, and Records Management/University Archives. The Division services the Libraries' collections of primary research materials including general rare books, Confederate imprints, Georgiana, historical and literary manuscripts, twentieth century political collections, and University archives. Duties: Supervise the Rare Books cataloger and one support staff member; coordinate the work of other staff members in processing materials and maintaining catalogs and finding aids for the Rare Books and Manuscripts and Georgia collections; participate in providing reference service for the collections, including some weekend and evening duty. Qualifications: ALA-accredited MLS; Advanced subject degree preferred; Experience with processing, cataloging, and indexing manuscripts and archives, rare books, and ephemera; Experience with various policies and procedures of special collections librarianship, preferably in a large research library; Knowledge of automated cataloging and indexing techniques; Demonstrated supervisory ability; Effective communication skills; Ability to establish and maintain effective working relationships with co-workers and patrons; Knowledge of basic conservation techniques. Application procedure: Send letter of application by April 20, 1984 including resume and names of three references to: Bonnie Clemens, Assistant Director for Administrative Services, University of Georgia Libraries, Athens, GA 30602. This position will be filled only if suitable applicants are found. EOE/AA.

HEAD OF REFERENCE SERVICES, Alabama Department of Archives and History. Responsible for planning, developing, and supervising the research and reference services. Duties include the management of eight professional, para-professional, and clerical staff members, and a range in scope from the acquisition of secondary reference materials to the promotion of the use of official records by state agencies. Qualifications: MLS from ALA-accredited school. Considerable experience as a professional librarian is required. Prior work in an archival setting and experience with automated bibliographic systems are desirable. Salary range: $19,739-$29,900. For further information contact: Edwin C. Bridges, Alabama Department of Archives and History, 624 Washington Avenue, Montgomery, AL 36103; (205) 261-4361. No closing date provided.

* *

SUMMER INTERNSHIPS. 7 positions available at the Maryland Hall of Records for 10 weeks (June 13-August 21, 1984). The interns will be introduced to the problems and procedures of establishing archival control over permanently valuable historical records. The interns will help preserve collections of state court records; assist researchers by answering mail and by working in the public search room under the direction of professional archivists; and to inventory and describe state records.

Eligibility is limited to graduate students and advanced undergraduates who have received all or part of their undergraduate education at Maryland institutions or who are Maryland residents attending an out-of-state college or university.

For additional information and an application form, please contact Archival Internship Program, Hall of Records, St. John's Street and College Avenue, P.O. Box 828, Annapolis, MD 21404-0828 or call (301) 269-3914.

* *

The County of Orange (CA) is seeking an archivist for a one year project to assist in the development of a county-wide archives program. The position may be extended beyond one year.

Professional archival experience required; experience with government records preferred.

For additional information, please contact Len Nissenson, Records Management Program, Reprographic and Records Division, County of Orange, 1300 S. Grand Avenue, Santa Ana, CA 92705; telephone (714) 834-5730.

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The *mid-atlantic archivist (maa)* is the quarterly newsletter of the Mid-Atlantic Regional Archives Conference (MARAC). MARAC membership includes all interested individuals who live and work in the seven states of New York, New Jersey, Pennsylvania, Maryland, Delaware, Virginia, and West Virginia; and the District of Columbia. MARAC seeks to promote the professional welfare of its members; to affect cooperation amongst individuals concerned with the documentation of the human experience; to enhance the exchange of information between colleagues working in the immediate regional area; to improve the professional competence of archivists, curators, of textual, audiovisual, and related special research collections, and records managers; and to encourage professional involvement of persons actively engaged in the preservation and use of all types of historical research materials. Individual yearly membership dues are $5.00. The dues year is from October 1 through September 30. Membership is not open to institutions, but institutions may purchase yearly subscriptions to *maa* for $5.00. Requests for back copies of *maa* ($1.25 each copy) and membership applications should be addressed to: Laura Grotzinger, MARAC Secretary, 1509 Country Lane, West Trenton, NJ 08628.

Items submitted for *maa* publication should be typed and double-spaced. Send material to: Ronald L. Becker, Department of Special Collections and Archives, Alexander Library, Rutgers University, New Brunswick, NJ 08903. Telephone (201) 932-7006/7527. Deadlines are the first of March, June, September and December.

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